TDTracStaff *the Theater time and job tracker*

Application Overview

TDTracStaff is a mobile ready application to facilitate tracking staffing, payroll, and expenditures on a gig basis. It is fully interactive, and the general use flow goes something like:

1. An administrator adds job details, including a title, description, a category or company name, start and end dates, a freeform time of day, the date payroll for this job must be entered, and the date that checks will be disbursed for the job.

2. The administrator then adds staffing requirements for that job based on a pre-configured list of available job titles.

3. Optionally, the administrator can choose to e-mail each employee in the database that is qualified for one of those job titles that there is a new job in the system awaiting their feedback

4. Each employee logs in to the system and indicates if they are available or busy for each of the job titles offered.

5. The administrator can then select which employees will be working the job, and optionally e-mails those employees that responded to let them know that staffing decisions have been made.

6. After working the job, each employee can log into the system and indicate what hours they worked

7. The administrator can then log back in, and enter payroll data into their paycheck system - be it quickbooks, hand cut checks, or whatever. At that time, they can mark those hours "paid" to prevent the employee from later editing them, and let the employee know that those hours will appear on their paycheck when it is ready.

Terminology Used

There is some common terminology used throughout this document and the system.

Administrator	Administrators can do anything in the system, usually without limits, except budgeting. The system assumes that an administrator is *also* and employee.
Budget User	Users that are able to affect the budget on jobs that have one. They may only edit their own budget line items, unless they are also and administrator.
Regular User	Users that have a limited number of actions they can perform, and may only interact with their own data in the system.
Job	The organizational unit for the system. Every budget item or payroll items is part of a job
Job Title	A role or task to be performed on a job site. Employees may have multiple titles, even on the same job.
Budget Job	Jobs that will have tracked budget information. Defaults to no.
Payroll Job	Jobs that will have tracked payroll information. Defaults to yes.
Active Jobs	Active jobs are those jobs that are incomplete and still accepting payroll, availability, and staffing info.
Open, Inactive Jobs	Completed jobs that are awaiting paychecks. Regular users still see these jobs - and can use them to estimate their next paycheck.
Closed Jobs	Completed, paid jobs. Regular users do not see these jobs typically (but can still access them by direct link)
Unpaid Hours	Those payroll hours not yet accepted by an administrator. They can be edited or removed by the regular user.
Paid Hours	Payroll hours accepted and paid by an administrator. Them can only be edited by an administrator.

# TDTrac**Staff** *the Theater time and job tracker*
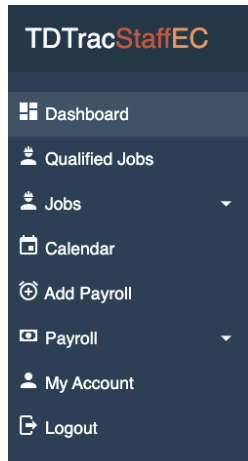
The Side Menu

The side menu appears on every single page of the site. It's contents can change depending on context, and the access level of the logged in user.

Dashboard	A quick overview of all the data in the running system.
Qualified Jobs	View open jobs in the system you qualify for
Jobs Sub Menu	See section below
Calendar	An in-system calendar display of all open jobs
Add Payroll	Add a payroll entry
Payroll Sub Menu	See section below
My Account	View or edit your profile.
Logout	Safely leave the current system

JOBS SECTION

Awaiting Response	Those jobs awaiting your availability response
My Qualified Jobs	Those jobs you qualify for based on your job titles
My Scheduled Jobs	Those jobs you are scheduled to work
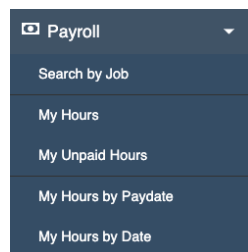
PAYROLL SECTION

Search by Job	List hours by job
My Hours	All of your hours
My Unpaid Hours	All of your hours that are currently unpaid
My Hours by Paydate	Search your hours by job paydate.
My Hours by Date	Search your hours by date worked (range).

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Profile

This shows your user information. User images are gravatar icons (based on e-mail address - visit gravatar.com to sign up and upload your own). User status is shown as well.

The ics (iCalendar) link at the bottom provides a syndicated list of jobs you are scheduled to work - you can add it to google calendar, ical on a mac, your phone, etc.

Job Listings

The job list shows an overview of the jobs in the system. Actions may be taken from this display, many of which are explained below. Also included are visual graphs of what percentage the job is staffed, and what percentage of the submitted hours have been paid.

Open, Active, Budget, and Payroll status appear as lights, with budget and payroll only appearing if they are set differently from the default.

Job Details - Overview

The job detail page breaks down the job into logical sections providing a complete, but concise visual of the job information

Jobs are sorted by a combination of category/company and job title. This section provides the description, start and end dates, a freeform listing of time(s), the date the payroll is due, and when paychecks for this job are expected to be issued. In this particular instance, this job includes budgeting (expenditure) information.

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Job Details - Your Information

This sections breaks down information about the job specific to you.

Your Information		
☑ My Availability	🔲 Add My Hours	🔘 View My Payroll

My Status
Interested *none*

Your Hours Submitted	**Your Hours Pending Payment**
0.00	0.00

0% My Hours Paid

Here, you will find buttons to add availability information, add payroll hours, and view detailed payroll information. Your status - either Unavailable, Interested, or Scheduled - appears, along with an overview of your already submitted payroll information.

Job Details - Staffing Information

This sections breaks down information about the job staffing

Staffing Information

Staffing Required
13 - Help Desk *(3)*, Field Lead *(4)*, Shop Lead *(1)*, Event Tech I - Lighting *(2)*, and Driver *(3)*

Staffing Assigned
13 - Shyann Brakus, Adele Cummings, Emmanuel Douglas *(2)*, Adele Jones, Travis Kunze *(2)*, Jackson Mosciski, Colin Mueller *(2)*, Frederic Reichert *(2)*, and Dorian Schuster

This sections lists how many titles / roles / tasks need filled (along with a total), those employees that are scheduled, and those employees that have indicated that they are available for the job. When an employee is scheduled for more than one title / role for the job, the number of roles will be enclosed in parentheses - for example, "Colin Mueller" above will be filling 2 roles for this job.

Job Details - Location Information

This sections breaks down information about the job location.

Location Information & Map

Link
200 Stokes Neck Suite 283, Halvorsonmouth, ND 22835-0132

When a proper address is added to the job, the map will show the proper location (the test data looks like a valid address, but they don't actually exist)

Payroll Records

These displays show payroll entries.

Job	Date	Start Time	End Time	Hours	Paid?	Actions
Est iusto eos nostrum iste molestias.	2019-12-10	10:30 am	15:45 pm	5.25	NO	🗑 Remove
At asperiores fugiat perspiciatis repellat quidem.	2019-12-01	09:00 am	11:00 am	2.00	yes	
At asperiores fugiat perspiciatis repellat quidem.	2019-12-01	09:30 am	18:00 pm	8.50	yes	
At asperiores fugiat perspiciatis repellat quidem.	2019-11-30	08:15 am	13:15 pm	5.00	yes	
Total Unpaid				**5.25**		
Total				*20.75*		

You may remove only those entries that have not already been paid. To edit entries, remove the incorrect one, and add a new one.

Add Payroll

Use this display to add payroll. Depending on system configuration, you will be required to provide either a start and end time, or the number of hours worked.

Add Payroll Record

User

| Regular User | ⬍ |

Job

| Est iusto eos nostrum iste molestias. (scheduled) | ⬍ |

Please select a show. You may add hours to shows you have not been scheduled for

Date Worked *

| November 19, 2019 | 📅 |

Start Time *

| 8:00 AM | 🕐 |

End Time *

| 5:00 PM | 🕐 |

| 👥 Add Hours |

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Dashboard

The dashboard displays a brief overview of all data

Active Jobs	Open Jobs	Scheduled Jobs	Need Response	Unpaid Hours
16	19	13	0	5.25

Your Unpaid Hours

0.00	Hours From Closed Jobs
0.00	Hours From Open Jobs
5.25	Hours From Active Jobs

This shows how many unpaid hours you are owed, along with the job status. Closed jobs should already have been paid to you. Open jobs no longer accept new payroll items, and are likely to be disbursed soon. Active jobs are still accepting hours.

◙ My Unpaid Hours

Your availability

13	Jobs Responded To
0	Jobs Awaiting Response

This shows how many jobs you have indicated your availability for. It should be completely full, if not, please click the button below.

☺ Jobs Awaiting Response